



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

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David A. Vaudt, CPA
Auditor of State

NEWS RELEASE

FOR RELEASE July 12, 2005

Contact: Andy Nielsen
515/281-5834

Auditor of State David A. Vaudt today released a report on the Iowa Civil Rights Commission for the year ended June 30, 2004.

The Iowa Civil Rights Commission is charged with investigating, holding hearings and rendering decisions on any complaints of unfair or discriminatory practices in public accommodations, employment, credit, housing, apprenticeship programs, on-the-job training programs and vocational schools on the basis of age, race, creed, color, sex, religion, national origin or disability; and with planning and conducting programs designed to eliminate racial, religious, cultural and intergroup tensions.

Vaudt recommended the Commission develop written information system policies addressing password privacy. Vaudt also recommended the Commission review attendance of appointed commission members for compliance with Code requirements.

The Commission responded favorably to the recommendations.

A copy of the report is available for review in the Iowa Civil Rights Commission or the Office of Auditor of State.

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**REPORT OF RECOMMENDATIONS TO THE
IOWA CIVIL RIGHTS COMMISSION**

JUNE 30, 2004

Office of
**AUDITOR
OF STATE**

State Capitol Building • Des Moines, Iowa



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July 1, 2005

To Ralph Rosenberg, Executive Director of the
Iowa Civil Rights Commission:

The Iowa Civil Rights Commission is a part of the State of Iowa and, as such, has been included in our audits of the State's Comprehensive Annual Financial Report (CAFR) and the State's Single Audit Report for the year ended June 30, 2004.

In conducting our audits, we became aware of certain aspects concerning the Commission's operations for which we believe corrective action is necessary. As a result, we have developed recommendations which are reported on the following pages. We believe you should be aware of these recommendations pertaining to the Commission's internal control, compliance with statutory requirements and other matters. These recommendations have been discussed with Commission personnel and their responses to these recommendations are included in this report.

This report, a public record by law, is intended solely for the information and use of the officials and employees of the Iowa Civil Rights Commission, citizens of the State of Iowa and other parties to whom the Iowa Civil Rights Commission may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the Commission during the course of our audits. Should you have questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience. Individuals who participated in our audits of the Commission are listed on page 5 and they are available to discuss these matters with you.

A handwritten signature in dark ink, reading "David A. Vaudt".

DAVID A. VAUDT, CPA
Auditor of State

A handwritten signature in dark ink, reading "Warren G. Jenkins".

WARREN G. JENKINS, CPA
Chief Deputy Auditor of State

cc: Honorable Thomas J. Vilsack, Governor
Michael L. Tramontina, Director, Department of Management
Dennis C. Prouty, Director, Legislative Services Agency

Report of Recommendations to the Iowa Civil Rights Commission

June 30, 2004

Findings Reported in the State's Single Audit Report:

No matters were noted.

Finding Related to Internal Control:

Information Systems – The Iowa Civil Rights Commission does not have written policies for password privacy and confidentiality.

Recommendations – The Commission should develop a written policy addressing password privacy and confidentiality to improve the Commission's control over computer based systems.

Response – The Director has distributed to management and the Assistant Attorney General a proposed policy on password privacy and confidentiality. It will be reviewed by counsel for approval.

Conclusion – Response accepted.

Findings Related to Statutory Requirements and Other Matters:

Commission Meeting Attendance – The Iowa Civil Rights Commission consists of seven members appointed by the Governor. According to Chapter 69.15 of the Code of Iowa, any person who has been appointed by the Governor to any board shall be deemed to have submitted a resignation if the person does not attend three or more consecutive regular meetings or the person attends less than one-half of the regular meetings within any period of twelve calendar months beginning on July 1 or January 1.

The attendance of one member of the Iowa Civil Rights Commission did not comply with these attendance requirements.

Recommendation – The Executive Director should review the attendance of appointed Commission members for compliance with the requirements and determine action, if any, to be taken.

Response – The Commission will be reminded of this policy during a telephone conference call on May 24, 2005. In addition, minutes will reflect members who are participating by phone or ICN.

Conclusion – Response acknowledged. The Commission should determine what action, if any, is required to be taken as the result of past member attendance.

Report of Recommendations to the Iowa Civil Rights Commission

June 30, 2004

Staff:

Questions or requests for further assistance should be directed to:

Suzanne R. Hanft, CPA, Manager
Ryan J. Johnson, Staff Auditor
Andrew E. Nielsen, CPA, Deputy Auditor of State

Other individuals who participated on the audits include:

Donna R. Neubauer, Assistant Auditor